

# TeacherMentorProgram

Dear Colleagues:

The intent of the U-46/ETA Teacher Mentor Program is to assist new teachers as they acquire the knowledge, skills, and values appropriate for working in School District U-46. By nurturing our profession in this way, the TMP is focused squarely on enhancing the professional practice and improving student learning amongst our newest U-46 colleagues.

Through participation in the TMP veteran educators have the opportunity to act as a mentor in order to support and guide new teachers' development while at the same time inspiring excellence in our profession. By becoming a mentor and sharing their expertise with others, veteran teachers can actively participate in teacher leadership and this important U-46 professional learning community without leaving their classroom.

If you are a veteran educator interested in becoming a U-46 TMP mentor, please complete the attached form or share it with a colleague whom you believe should apply to become a mentor.

An overview of the Teacher Mentor Program is included in this packet. Consult the TMP website at [www.u-46.org](http://www.u-46.org) for further information. Please call or email the TMP Office [TeacherMentorProgram@u-46.org](mailto:TeacherMentorProgram@u-46.org) with questions you may have.

Sincerely,

The TMP Oversight Committee

TMP Staff: Judy Havemann, ext. 4077, email: [judyhavemann@u-46.org](mailto:judyhavemann@u-46.org)  
Linda Taylor, Secretary, ext. 5031, email: [lindataylor@u-46.org](mailto:lindataylor@u-46.org)

# OVERVIEW

## Who is ELIGIBLE to be a mentor?

Teachers can request participation in the program by meeting these criteria:

- 4 years teaching experience on a Professional Educator License with a minimum of 2 years in the district
- Excellence in teaching. Candidates should be established, effective and acknowledged by their peers.
- Effectiveness in working with others.
- Sensitivity to the viewpoints of others. Candidates should have demonstrated the sharing of ideas and materials willingly and the ability to learn from others.
- Willingness to be an active and open learner.
- Good communication skills. Effective interpersonal skills.
- Knowledge and expertise about the art, craft, and science of teaching.
- The ability to effectively problem solve.
- Genuine interest in the task of mentoring.
- Role model qualities.

## What is the DURATION of the mentor's commitment to the program & new teacher?

- A mentor will be selected to work with a beginning teacher for a period of one or two years.

## What is REQUIRED of a mentor?

- Attendance at an initial mentor training workshop.
- Attendance at quarterly mentoring meetings/workshops with mentees.
- A range of formal and informal contacts with and support for mentees.
- Observation and/or modeling of lesson(s) with mentee.
- Review of lesson plans with mentee.

## What is the COMPENSATION for mentoring a new teacher?

- Released time for each team (mentor and new teacher) for classroom visitations. A total of three release days per year.
- Released time for each team member to attend one professional workshop.
- Mentors to receive a stipend of \$1,000.00 per year/mentee when matched with a beginning or experienced new teacher. (Matches made throughout the year will be pro-rated based upon match date.)

## How can I BECOME INVOLVED in the process?

- Teachers throughout the district can **nominate their peers** for consideration.
- Teachers throughout the district can **self-nominate**.
- Principals and other **administrators** can **nominate mentor teacher candidates**.
- *All candidates must meet the criteria listed above.*

# TEACHER MENTOR APPLICATION

Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Employee ID number \_\_\_\_\_

Current grade/subject taught \_\_\_\_\_

Any previous grade/subject taught \_\_\_\_\_

Years in District U-46 \_\_\_\_\_ Years in the profession \_\_\_\_\_

## **Application Process:**

1. **Answer each of the following questions completely.** Attach your responses to the application form.

*Please consider the old adage "more is better."*

- Why would you like to become a mentor?
  - Briefly highlight some of the significant and rewarding experiences you have had as an educator.
  - What strengths do you have that would enable you to be a successful mentor?
  - Please list some ways in which you keep current with best practices in education and/or your area of expertise (i.e. workshops, conferences, professional readings, classes, etc.)
  - Contributions you have made to your grade level/department, school, school district, and/or the profession?
  - What words of wisdom would you share with a person new to your profession?
2. Submit a Letter of Recommendation from a current district (U-46) administrator.
  3. Submit a Letter of Recommendation from a current district (U-46) teacher.
  4. Submit Application and 2 Letters of Recommendation to the TMP Office.
  5. Name of the applicant is withheld while the information provided is shared with the Oversight Committee.
  6. Application will be reviewed by the TMP Oversight Committee and, subsequently, accepted or denied based on the written information provided. Again, remember that more information is better.

## **Additional Information for the TMP Oversight Committee**

Check the box below if you have a specific person in mind who you would like to mentor.

Keep in mind, that the TMP Oversight Committee considers many variables during the matching process. The

Oversight Committee will consider your request during the matching conversation.

Request to mentor specific person.

Name \_\_\_\_\_ School \_\_\_\_\_

State the reason for this request: \_\_\_\_\_

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Anything else you would like to the TMP Oversight Committee to know.

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